



## Chief Operating Office - Finance

<b>Job Title:</b>	<b>Head of Finance</b>
<b>Reporting to:</b>	<b>Associate Director of Finance</b>
<b>Responsible for:</b>	<b>Accounts Manager, Finance Business Partner Manager, Financial Accountant</b>
<b>Dogs Trust Grade:</b>	<b>C</b>
<b>Location:</b>	<b>London office</b>

### Job Purpose

The Head of Finance will lead the finance function, ensuring business-as-usual processes are carried out to a high standard whilst at the same time we transition to a new accounting system (Unit 4 ERPx). They will continue to find the best financial solutions for the Dogs Trust group, including improvements to our systems and processes.

The Head of Finance will be responsible for ensuring the new finance system meets stakeholder needs (e.g., invoice capture, financial planning, supplier portal), liaising with technical and finance colleagues as required. They will review and make any necessary improvements to financial policies, controls, and processes to mitigate financial risk, and oversee the production of group management accounts and annual accounts, including the external audit of Dogs Trust accounts and its subsidiaries. They will also oversee the production of the annual budget and updating of the five-year strategic financial plan.

### Overview of the Department/Team

Dogs Trust is the largest dog welfare charity in the UK with a nationwide network of rehoming centres and preventative programmes and has a strong and expanding international footprint.

The Finance team provides professional business advice and support across the group, working in partnership with all departments to enable the delivery of Dogs Trust's financial strategy.

The department operates an effective function to meet the charity and group's everyday financial needs, including providing strategic direction and insight, preparing and monitoring against financial plans/forecasts, managing treasury requirements, accurately recording all financial transactions, paying for services, and ensuring compliance with global statutory requirements.

### Key areas of accountability

Take day-to-day responsibility for the financial probity of the group, including fraud prevention.

Lead the Finance team to deliver an effective financial service to Dogs Trust, maintaining a focus of continuous improvement, collaboration and championing a business partnering approach.

Manage and develop direct reports and the wider team.

Oversee the production of draft statutory accounts and the external audit process, ensuring that supporting schedules and draft statutory accounts are prepared in accordance with agreed timescales and Dogs Trust accounting policies.
Provide assurance on the financial management of overseas operations, ensuring controls and processes adhere to local statutory/regulatory requirements.
Be accountable for the effectiveness of the Dog Trust's annual budgeting and forecasting processes and prepare summary reports as necessary for senior leadership.
Be accountable for the management of investments, reserves, foreign exchange, and cash flow.
Provide support and advice to budget-holders to enhance their budgetary management effectiveness.
Oversee the management of tax issues and the production of regular balance sheet reconciliations.
Ensure that the monthly management accounts of subsidiaries are accurately consolidated into group management accounts, and review the group financial policies and processes to ensure alignment, recommending changes as required.
Monitor the effectiveness of our financial systems and controls to mitigate any exposure to financial and related risks, recommending corrective action as required to senior management, such review to include the finance processes in teams located both inside outside of our head office.
Ensure that suppliers are paid on a timely basis in accordance with Dogs Trust policies and procedures, and with any agreed contractual arrangements.
Liaise with the Payroll Manager to ensure all monthly payroll costs are posted to the general ledgers and that the charity makes all statutory payments in relation to payroll.
Ensure compliance with all regulatory financial and tax requirements including for Charity Commission, Companies House, HMRC, Gambling Commission, and Fundraising Regulator.
Any other reasonable duties and deputise as required for the Associate Director of Finance.

<b>Person Specification</b>
<i>Essential skills, qualifications, experience, and attributes</i>
Fully qualified accountant (CIMA, ACCA or ACA or equivalent).
Extensive experience of accounts management at a senior level within a large and complex organisation including budget preparation, management accounting, the production of year end accounts, planning and working with external auditors, and system implementation.
Considerable experience of managing and developing a team.
Extensive experience of establishing organisational financial policies and controls.
Experience of complex VAT environments.
Leads by example, working collaboratively and with a customer-service focus.
Able to prioritise a busy workload to meet deadlines whilst remaining flexible.
Able to be calm under pressure, able to work with good humour and warm approach to people from all backgrounds.
Able to communicate clearly and to explain financial matters to non-finance professionals, with the ability to gain the trust and confidence of colleagues.
Good knowledge of MS Office, in particular MS Excel, and extensive experience of working with complex accounting systems.
High degree of professional ethics as the post holder is regularly exposed to confidential information.
<i>Desirable skills, qualifications, experience, and attributes</i>
Experience of accounting within a charity environment.

<b>Additional information</b>
A basic Disclosure and Barring Service Check (DBS) and credit check will be required for this role.
<b>Last revised: May 2024</b>

